



DEOCS Portal: How to Use the Interactive Dashboard

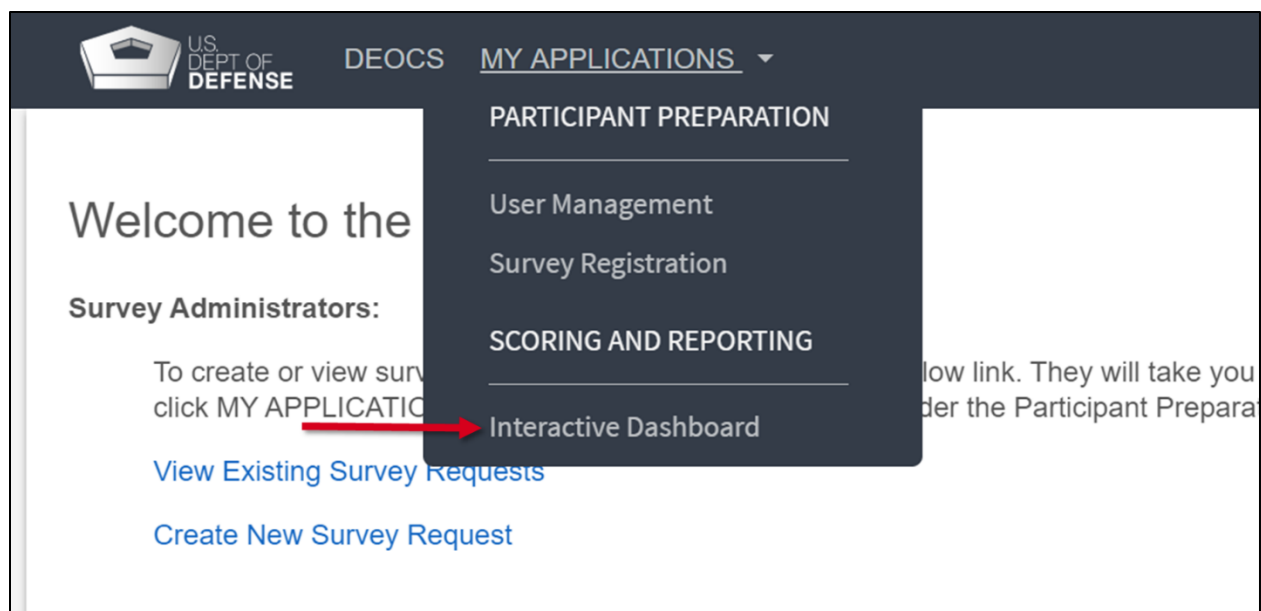
Last Updated: 3/3/2021

About the Interactive Dashboard

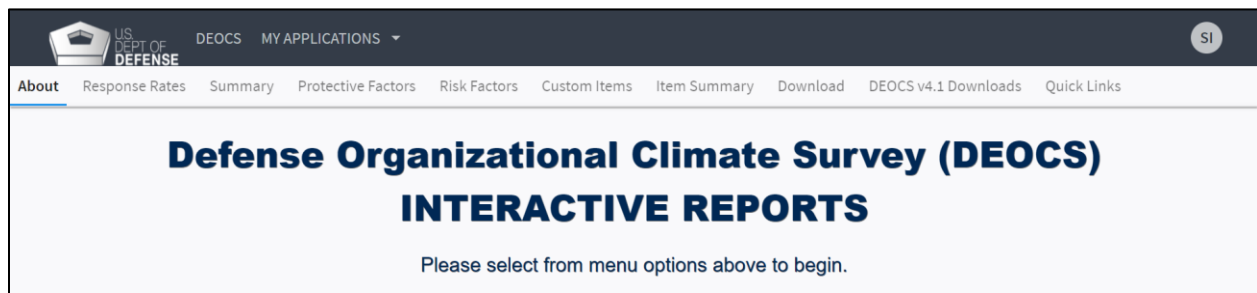
The Interactive Dashboard is within the DEOCS portal and is the main way survey administrators, requesting commanders/leaders, and their supervisors receive DEOCS results. Results will be ready within 24 to 72 hours after a DEOCS ends and these three individuals will be alerted by email. They can then log in to their personal account in the portal and view the results. They also have the ability to download a portion or all of their results into a PDF and share with others.

Navigating the Interactive Dashboard

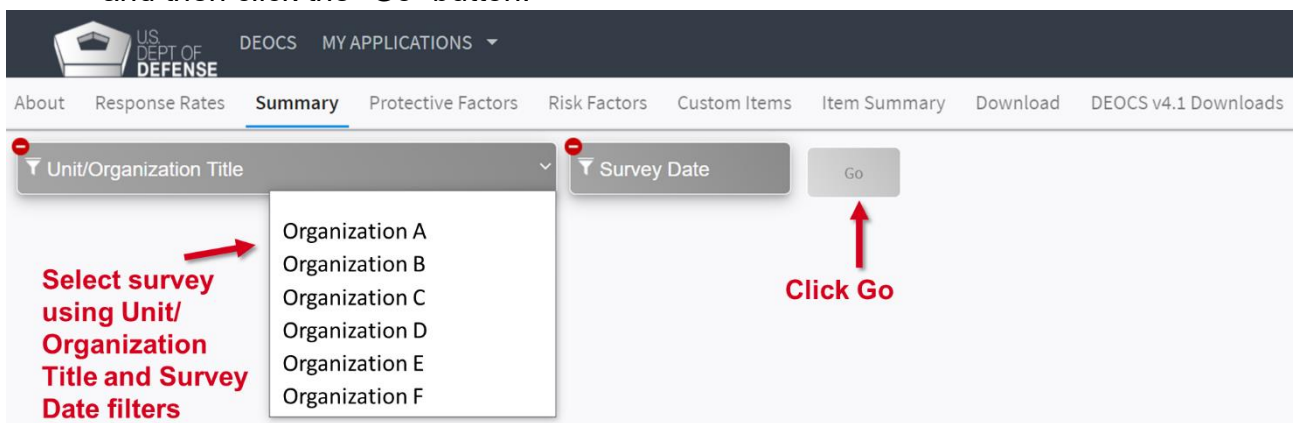
1. **After logging in to your DEOCS Portal account** (<https://www.drcedirect.com/all/eca-portal-v2-ui/#/login/>), **click “My Applications” in the menu along the top banner. Select “Interactive Dashboard.”** For best results, use Chrome. Internet Explorer is not a supported browser at this time.



2. The Dashboard is organized by a set of menu tabs along the top. More details about the information on each tab is below.

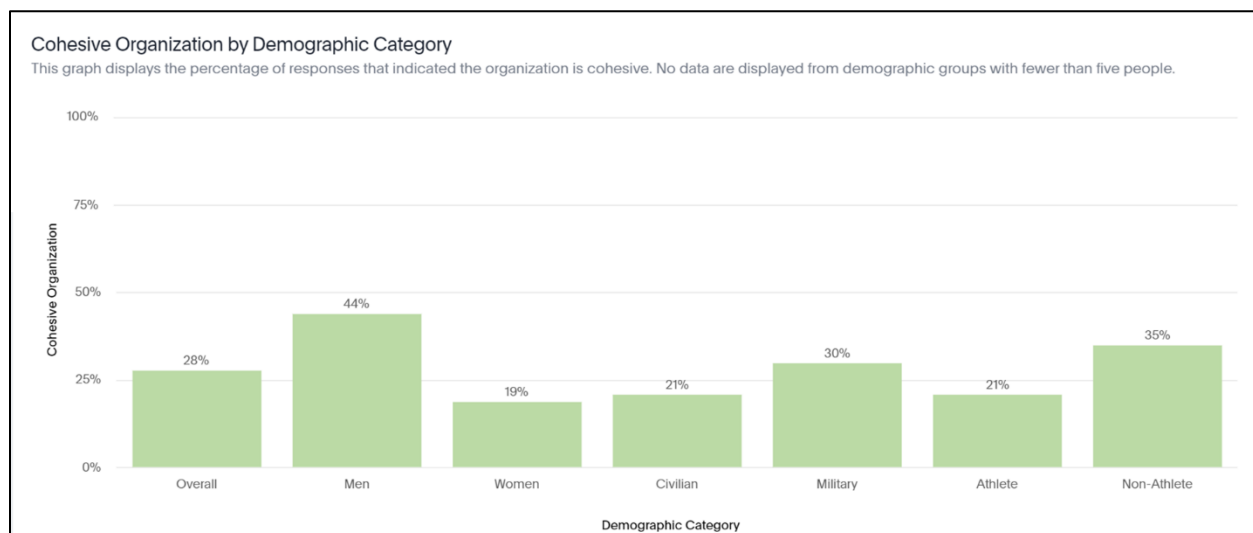
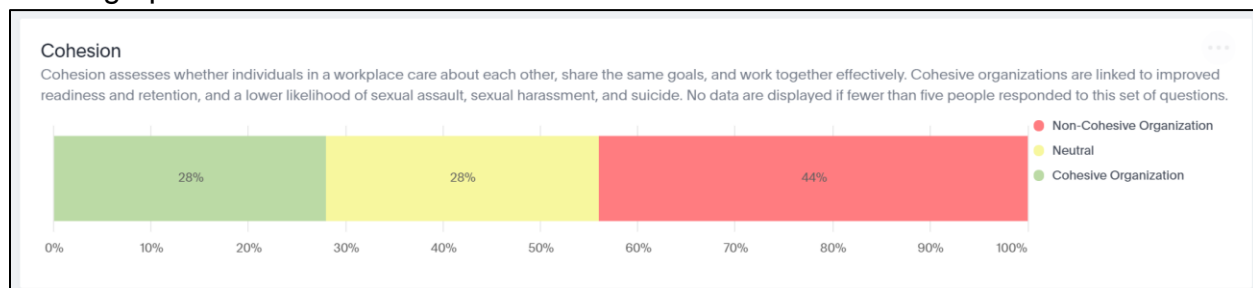


- **About:** Provides an overview of the DEOCS, the interactive dashboard menu, and resources available to help commanders and leaders take action to improve their unit or organization climate.
- **Response Rate:** Displays up-to-date information about how many people in an organization have completed the DEOCS since the start date. This is an important tab for survey administrators to monitor once the survey starts. If the response rate is very low, survey administrators may want to move the end date to allow more people to complete it. This tab will also display response rates for subgroups and previous DEOCS response rates for surveys that the survey administrator has managed. For more information on this tab, review “How to Manage a Survey in the Field” located on the Assessment to Solutions homepage: <https://www.defenseculture.mil/Assessment-to-Solutions/A2S-Home/>
- **Summary:** Provides an overview of a unit’s/organization’s results, including final response rate, top protective and risk factors, and bottom protective and risk factors. Use the filters to select the DEOCS for which you’d like to see results and then click the “Go” button.



- **Protective Factors:** Contains the results for all protective factors. Use the filters to select the DEOCS for which you’d like to see results and then click the “Go” button. These factors are attitudes, beliefs, and behaviors associated with

positive outcomes for organizations or units. Higher favorable scores on protective factors are linked to a higher likelihood of positive outcomes, such as improved performance or readiness and higher retention and are also linked to a lower likelihood of negative outcomes, such as suicide, sexual harassment, and sexual assault. Protective factors include cohesion, connectedness, engagement and commitment, fairness, inclusion, morale, safe storage for lethal means, work-life balance, leadership support, and transformational leadership. This tab will show the overall results, as well as results by demographic categories (e.g., men and women, non-Hispanic White and minority). Example graphs are below.

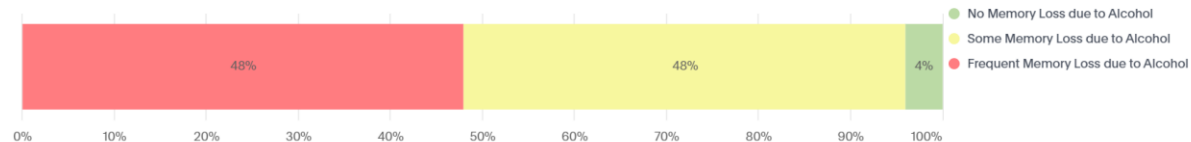


- Risk Factors:** Contains the results for all risk factors. Use the filters to select the DEOCS for which you'd like to see results and then click the "Go" button. These factors are attitudes, beliefs, and behaviors associated with negative outcomes for organizations or units. Higher unfavorable scores on risk factors are linked to a higher likelihood of negative outcomes, such as suicide, sexual harassment, and sexual assault and are also linked to a lower likelihood of positive outcomes, such as higher performance, readiness, and retention. Risk factors include alcohol impairing memory, binge drinking, stress, passive leadership, toxic leadership, racially harassing behaviors, sexist behaviors, sexually harassing behaviors, and workplace hostility. This tab will show the overall results, as well

as results by demographic categories (e.g., men and women, non-Hispanic White and minority). Example graphs are below.

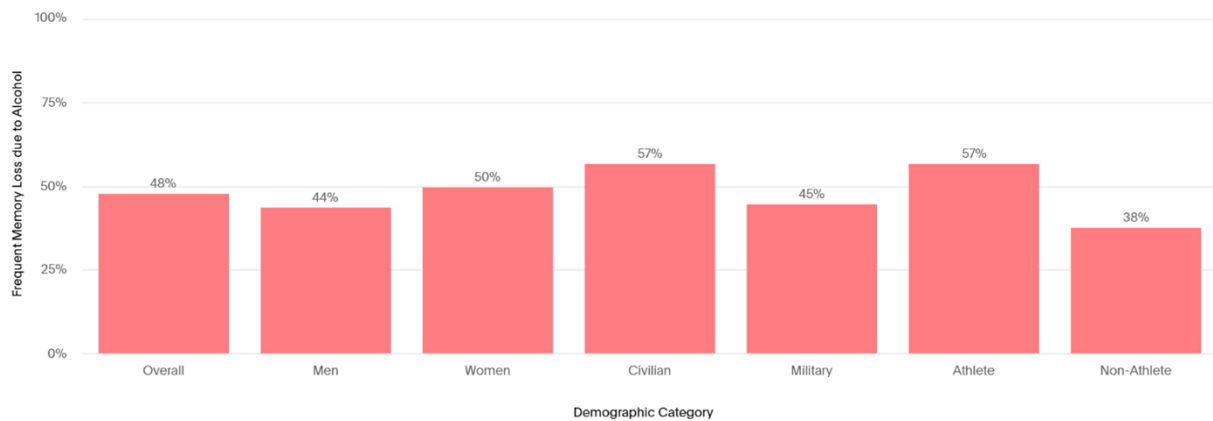
Alcohol Impairing Memory

Alcohol impairing memory measures how often, during the last 12 months, one was unable to remember what happened the night before due to drinking alcohol. No data are displayed if fewer than five people responded to this set of questions.



Frequent Alcohol Memory Loss by Demographic Category

This graph displays the percentage who reported frequent memory loss during the past 12 months due to alcohol consumption. No data are displayed from demographic groups with fewer than five people.



- **Custom Items:** Contains the results for optional questions that may be on your unit's/organization's DEOCS. Use the Section filter to select the results you'd like to view.
 - Select **Custom Multiple-Choice (LDQ)** to view results for any custom multiple choice questions (or LDQs) that you added to your DEOCS.
 - Select **Service-Specific Items** to view results for any questions your Service component may have added to your DEOCS on your behalf.
 - Select **Academy-Specific Items** to view results for questions only asked of Military Service Academy cadets and midshipmen.

- **Item Summary:** Detailed results for all questions related to protective factors, risk factors, custom multiple choice items (or LDQs), Service-specific items, and Academy-specific items on your DEOCS. An example table is displayed below.

Protective Factor: Cohesion

Question	Strongly disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree	Total	
The people I work with work well as a team.	7% (2)	41% (11)	22% (6)	22% (6)	7% (2)	100% (27)	
The people I work with trust each other.	19% (5)	22% (6)	33% (9)	19% (5)	7% (2)	100% (27)	

- **Download:** Allows users to download their DEOCS v5.0 results into a PDF. First, use the Group filter on this tab to select overall unit/organization or a subgroup (if applicable). Then use the Report filter to select the type of report you need. The report options are:
 - **Survey results:** This report contains all of your survey results, including overall factor ratings, factor ratings by demographic groups, and detailed tables with response frequencies for each survey question. Clicking the "Go" button will automatically start the report download.
 - **Executive report:** This report includes overall survey results and subgroup survey results in one report. It does not contain detailed tables

with response frequencies for each survey question. Follow the on-screen instructions that pop up to download a report.

- **Comments:** This report includes comments from the open-ended survey questions, as well as any custom short answer questions or SAQs that were included on the survey. The comments report is **only** available for organizations or units with **at least 16 respondents; subgroups must also have at least 16 respondents** in order to receive a comments report. Clicking the “Go” button will automatically start the report download.
- **DEOCS v4.1 Downloads:** Allows users to download PDF reports for DEOCS v4.1 administered in the current DEOCS portal (i.e., DEOCS that were conducted after August 2020, prior to the launch of DEOCS v5.0). Use the filters to locate the appropriate survey and select the group (i.e., overall unit/organization or subgroup). Then use the Report filter to select the type of report you would like to download. Clicking the “Go” button will automatically start the report download. You will only have the option to download survey results reports, and comment reports; executive reports are not available. If you need a PDF report for DEOCS v4.1 conducted prior to August 2020, please send an email to ContactOPA@mail.mil and include your organization’s title, UIC, DEOCS ID/registration number, and the survey dates.
- **Quick Links:** Contains PDFs users can download to learn more about DEOCS results in the dashboard.
 - The **Data Overview** provides examples of how factor ratings are created, as well as more details on how demographic groups are created and when or why some data are not reportable.
 - The **Summary Overview** provides more details about interpreting results on the Summary tab.
 - The **Protective & Risk Factors Overview** provides details about interpreting these results and drawing accurate and appropriate conclusions from your results.
 - The **Item Summary Overview** provides more information about the results on the Item Summary tab.
 - The **Display of Academy Results** provides details specifically for Military Service Academy leadership who are viewing their survey results for cadets or midshipmen who completed the DEOCS.

When Reports Are Not Available

A minimum number of 16 responses is required to receive a DEOCS report. If your DEOCS has ended and it does not have at least 16 total responses, a report will not be generated.

In addition, **a minimum number of 5 responses is required to receive a DEOCS results report for subgroups.** If subgroups have fewer than 5 responses, a report will not be generated for that subgroup.

You will see this message when trying to access results in the interactive dashboard when there are not enough survey respondents:

Reports not available. Please see **Response Rate** tab for additional detail on Survey status.

A minimum number of 16 responses for a subgroup is required to receive a comments report for a subgroup. If there are enough respondents to see a comments report, you will see this option in the “Report” filter dropdown; if there are not enough respondents, you will not see this option in the filter dropdown. In the example below, Subgroup A only had 5 respondents, so there is not a comments report available for download.

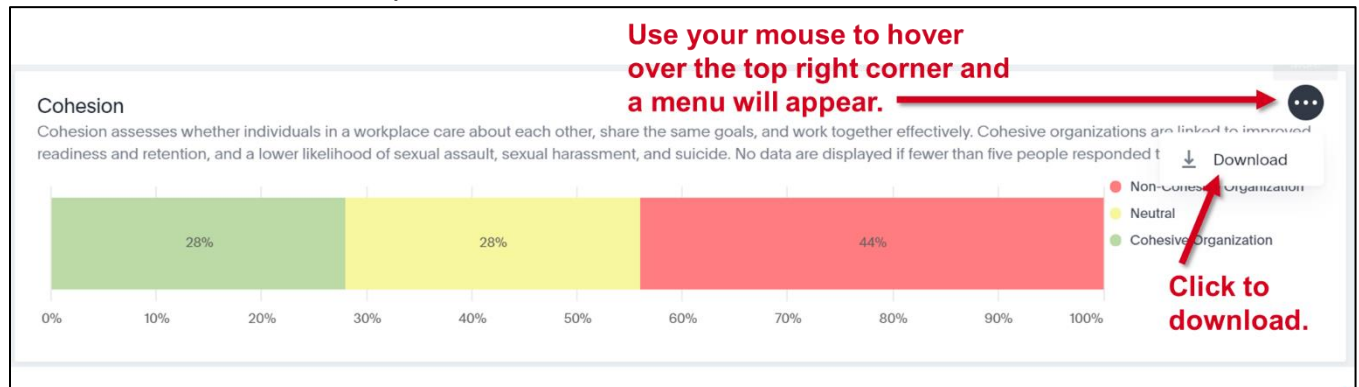
The screenshot shows the DEOCS Portal interface. At the top, there is a navigation bar with the US Department of Defense logo and links for DEOCS and MY APPLICATIONS. Below this is a secondary navigation bar with tabs: About, Response Rates, Summary, Protective Factors, Risk Factors, Custom Items, Item Summary, Download (which is highlighted), DEOCS v4.1 Downloads, and Quick Links. The main content area displays filter criteria for a survey report. The filters are: Unit/Organization Title (DEOCS 2021 JointService), Survey Date (11/13/2020-11/30/2020), Group (Subgroup A), and Report (Survey Results). A dropdown menu for the Report filter is open, showing the selected option 'Survey Results'. A 'Go' button is located to the right of the filters.

For more information on not reportable data, download the **Data Overview** PDF from the Quick Links tab.

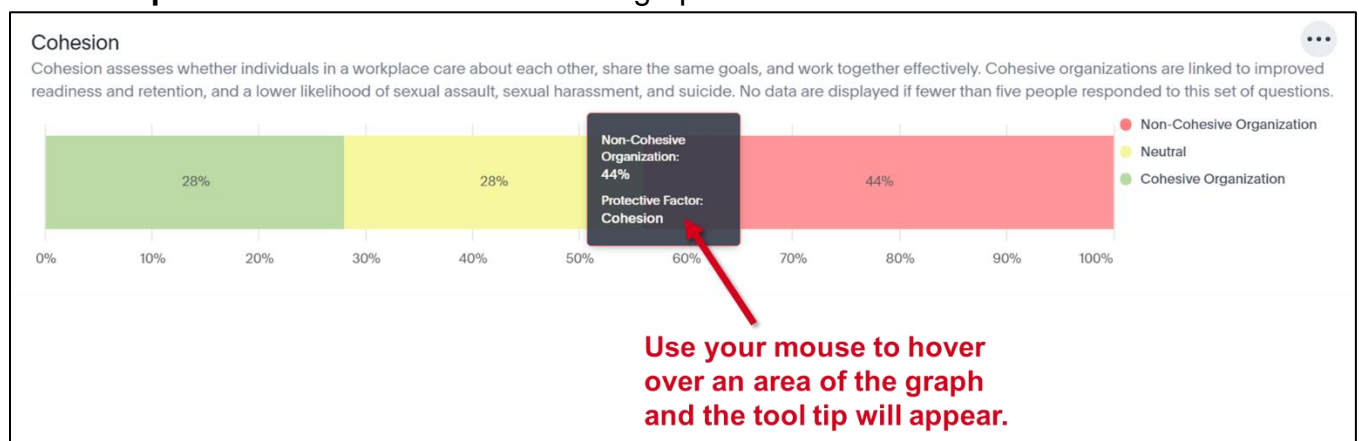
Features in the Interactive Dashboard

The interactive dashboard has several features. Review the below bullets and screenshots for more information.

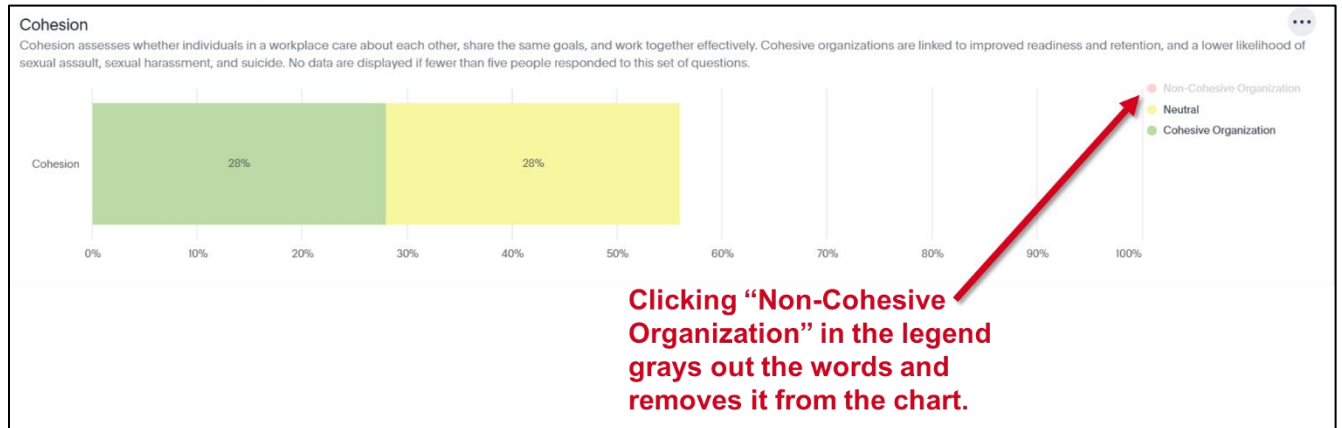
- Download graphs and tables from the Chart Menu:** Most graphs and tables have a menu associated with it which allows users to download them. Graphs can be downloaded as an image file (.png) and tables can be downloaded as comma-separated values file (.csv), excel file (.xlsx), or a PDF (.pdf). Click on each chart's menu to see available options.



- Tool tip:** Users can hover over data in a graph to view more detailed information.

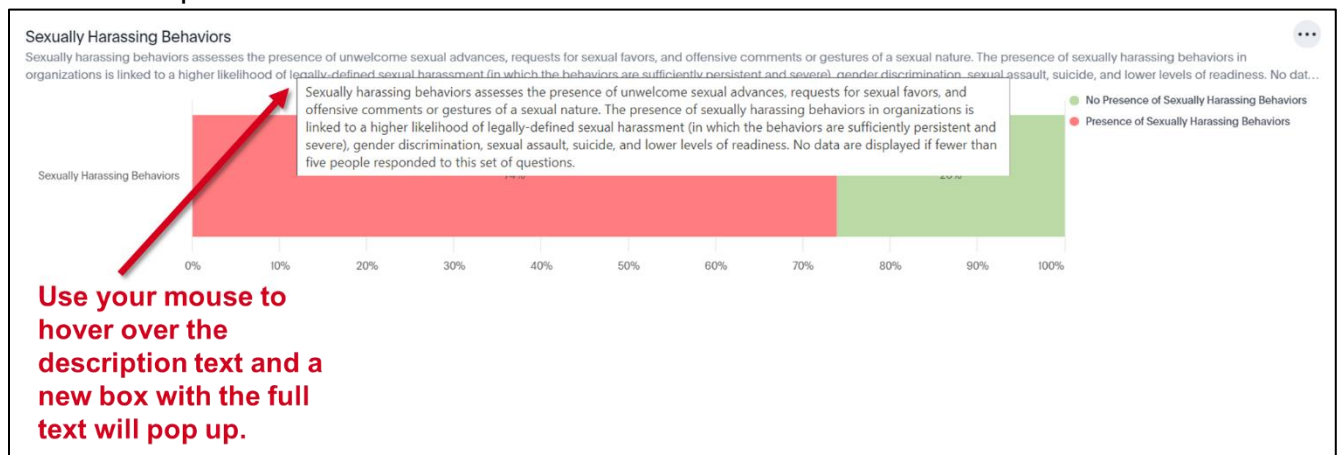


- **Legend:** Users can click on response options in a legend to make them disappear or appear in the graph.

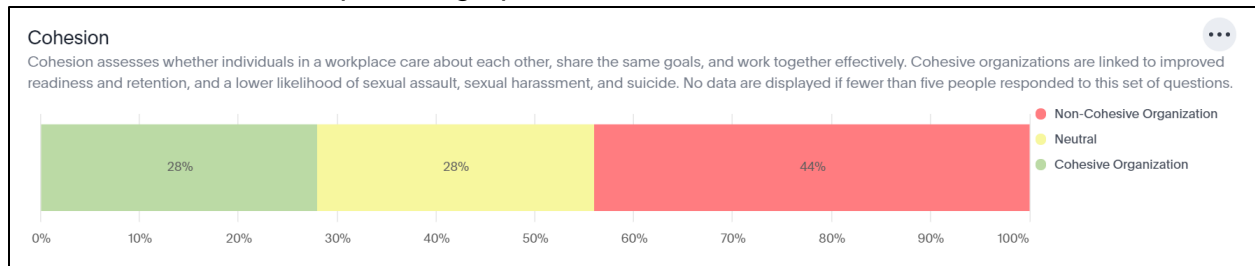


Tips

- Most of the graphs and tables in the dashboard have a text description. In some cases, the description is too long to fit on the screen and you will see it trail off with “...” Hover over the text and a new box with the full text will pop up. An example is shown below:



- Every graph in the dashboard has labels that tell you which factor or data point the results correspond to. If you notice that any graphs or tables are missing labels, you may need to adjust the zoom on your browser from 100% to 90% or lower. For example, the graph below does not have a Y-axis label:



To see the label, adjust your browser's zoom using the steps below:

Step 1. Click your browser's menu

Step 2. Adjust zoom of browser

The screenshot shows the DEOCS portal with the 'Cohesion' graph. The browser's zoom level is set to 80%.

Contact

If you have questions or have any problems using the Interactive Dashboard, please contact our DEOCS helpdesk at:

- deocs@datarecognitioncorp.com
- 1-833-867-5674